

# EXAMPLE Disciplinary / Dismissal Policy

## Corrective Action Process

This corrective action process (CAP) will be utilized if the resident fails to meet his/her obligations and responsibilities outlined in the educational goals and objectives of the residency, this includes but is not limited to satisfactory progress toward attainment of all residency program goals and adherence to all organizational, departmental, and residency policies.

1. The RPD, prior to initiating a CAP, will conduct a thorough investigation, to include meeting with the individual resident to investigate concern and offer the resident an opportunity to provide information relevant to the identified problem.
  - a. If the issue is with the RPD, who also is the resident's preceptor, then the immediate supervisor or the Executive director of pharmacy will be contacted to investigate on behalf of the resident, to include meeting with the individual resident to discuss the concern and offer the resident an opportunity to provide relevant information in regards to the identified problem.
2. Following an investigation, as outlined above, the RPD in association with the RAC will review the results of the investigation to determine the need to initiate a CAP and if so, determine a timeline for the action. The RPD will inform the resident of the results of the review regardless of the final decision. CAP's will be agreed upon by a vote.
3. The CAP consists of the following:
  - a. A verbal and written counseling (generated by the RPD) including specific expectations for improved performance or behavior.
  - b. Notification of the duration of the probationary period associated with the CAP.
  - c. Issuance of a schedule for any additional verbal or written review deemed necessary during the probationary period associated with the CAP.
  - d. A verbal and written statement issued by the RPD in consultation with the RAC at the end of the probationary period associated with the CAP stating the final evaluation of the resident's performance therein. The final evaluation shall fall into one of three categories.
    - i. Successful improvement and achievement of required program performance and/or professional behavior by the resident.
    - ii. Partial improvement with unsuccessful achievement of the required performance or behavioral expectations. If this applies to an inability of the resident to successfully complete the residency training this will be accompanied by a request for voluntary termination written by the RPD.
    - iii. Continued demonstration of performance or behavior requiring corrective action without improvement. This is to be accompanied by issuance of an involuntary termination letter written by the RPD.
  - e. When the RPD in conjunction with the RAC, determine that a CAP is completed, the RPD will write a letter or memo to the resident. All documents regarding the CAP will be kept in the resident's file and a copy of each document must be given to the resident.

## **Grounds for Immediate Dismissal from the Program**

Just cause for dismissal includes failure to perform the normal and customary duties of a pharmacy resident, substantial or repetitive conduct considered unprofessional or ethically unacceptable or which is disruptive of the normal and orderly function of the organization. Specific concerns, behaviors or actions fulfilling these requirements are listed below.

1. The resident knowingly or due to negligence of action places a patient, employee or any other person in danger.
2. The resident acts violently or threatens violence toward any other person including aggressive behavior or stalking
3. The resident is found to be using alcohol, illegal substances or other recreational substance at any time during work and non-work hours with which use of these substances interferes with their ability to perform work duties in a professional, responsible, and safe fashion.
4. The resident is found to carry, possess or use any weapon on the organization's property.
5. The resident falsifies information on a document.
6. The resident commits plagiarism determined by a majority decision of an ad-hoc committee called to review the materials suspected of plagiarism. This committee must consist of the RPD, Executive Pharmacy Director, and others as deemed appropriate by the RAC.
7. Excessive absences from the program (in excess of the 18 days PTO granted annually) and an unwillingness to make up this time on a voluntary basis.
8. The resident sexually harasses a member, employee or any other person while in performance of their duties as a resident.
9. The resident commits an act of vandalism or theft on the organization's property.
10. Following an investigation, the RPD in conjunction with the RAC, will review the results of the investigation to determine one of the following recommendations by a vote:
  - a. Need for immediate dismissal
  - b. Need for Immediate CAP – Involuntary dismissal may result. The CAP shall meet all the requirements outlined above. In addition, the RPD will inform such licensing or regulatory bodies as necessary regarding the details of the event(s). The RPD shall inform the resident of the results of the review.

## **Responsibilities**

It is the responsibility of the resident to complete all assigned residency activities in order to receive a residency certificate. Furthermore, it is the responsibility of the resident to comply with all of the organization's policies and procedures as well as conduct oneself in an ethical and professional manner. It is the responsibility of the RPD and preceptors to monitor each resident's progress, note deficiencies, and provide structure and activities to promote growth and success. It is also the RPD and preceptors responsibility to discuss constructive criticism with the resident and develop a customized action plan along with the resident to improve his/her performance as necessary. Finally, it is the RPD's responsibility to award a residency certificate to residents that have successfully completed the above requirements. In the event that a corrective action plan or dismissal from the program is warranted, it is the responsibility of the RPD, preceptors, and Executive Pharmacy Director to follow organization's policies in all aspects of discipline or dismissal.